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State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

January 21, 2022  
**NOTICE OF JOB VACANCY**  
**#22-64**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Public Information Officer  
**SALARY:** \$62,090.59 to \$86,925.63  
**LOCATION:** Office of the Attorney General  
Office of Communications  
Richard J. Hughes Justice Complex  
25 Market Street, 8th Floor  
Trenton, NJ 08625  
(*Statewide travel required for work responsibilities*)

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the supervision of the Director, Office of Communications within the Office of the Attorney General (OAG), or other supervisory official within the Department of Law and Public Safety (LPS), the Public Information Officer in the Office of Communications is responsible for informing, engaging, and educating the press and the public about the important justice-related work of OAG/LPS. The PIO coordinates the communication efforts for assigned divisions and/or offices, having as their primary assignments matters involving law enforcement, criminal justice, and public integrity; effectively informs the public regarding the work of these agencies by highlighting their achievements and significant actions with high-quality press releases and news conferences; responds in an accurate and timely manner to reporter inquiries about division/office matters while appropriately restricting information on investigations and other protected information; drafts remarks and written materials for the Attorney General and others that effectively convey the Attorney General's policies and priorities in these areas; coordinates social media, website and video content to ensure consistent and appropriate messaging. Support multimedia/social media programming as needed; responds to reporters' inquiries and serve as division and OAG spokesperson; monitors news coverage with respect to the Attorney General's Office, department and division; communicates with reporters as needed to correct inaccurate news accounts and inform news media about key policies and initiatives of the Attorney General's Office; work with press officers or other appropriate personnel in other agencies to ensure a coordinated, effective media response; works with appropriate division staff and Communications Office team members to ensure consistent and appropriate messaging; drafts and issues high-quality press releases in a timely manner to inform the public of newsworthy actions by the divisions/offices; effectively plans and coordinates news conferences that highlight major actions by the division and reflect positively on the Attorney General's Office; writes remarks, talking points, and briefing materials that are of consistent high quality and appropriateness; ensures content of written materials is suitable and accurate through research and consultation with staff; monitors news coverage with respect to the Attorney General's Office; does related work as required. This position will, on occasion, require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments, with or without advance notice.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

**NOTE:** A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

**PREFERENCE:** Three (3) years of experience as a journalist reporting on criminal justice, government, or legal/justice issues, or a related subject matter area.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-64 and a current resume on or before the closing date of February 26, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

